

CITY OF WATERVILLE WELFARE CASEWORKERS

The City of Waterville seeks to fill a part-time caseworker position in the Health and Welfare Department. This part-time position generally works 20-30 hours per week and primarily backs up the full-time caseworker. This position may also work in other departments throughout the City as a floater.

Job duties involve applying applicable statutes and guidelines relative to General Assistance eligibility and performing a variety of clerical and record keeping activities involved in the delivery of welfare services. Requirements for this position include strong public service skills for interacting with citizens, excellent computer skills, and the ability to maintain strict confidentiality.

Graduation from high school and two years prior work experience in social services, or similar program, required. An Associate Degree in business, human services or a related field, and previous work in a municipal environment is desired.

Qualified candidates are requested to submit a letter of interest and current resume to the Office of Human Resources, City of Waterville, 6 Wentworth Court, Waterville, ME 04901.

The City will be accepting applications until both positions are filled.

Waterville is an Equal Opportunity Employer